

Trustees' Annual Report for the period

Period start date
From 01 01 2021 To 31 12 2021

Section A Reference and administration details

Charity name InTouch Foundation

Other names charity is known by

Registered charity number (if any) 1158532

Charity's principal address 51 Jervaulx Cres

Bradford

Postcode BD88JD

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	M Osman Gondal			M Osman Gondal
2	Mohammed Mahboob			Mohammed Mahboob (Chair)
3	Zahir Ahmed			Zahir Ahmed (Treasurer)
4	Zafeer Mohammad			Zafeer Mohammad
5	M Khaqan Gondal			M Khaqan Gondal
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Mohammed Osman Gondal

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	CIO
Trustee selection methods <small>(eg. appointed by, elected by)</small>	The existing trustees are responsible for the recruitment of new trustees. In selecting new trustees, we seek to identify people who have a firm belief in helping people in need, who regularly attend our events and functions organised by the charity and are willing to help in our broader community work.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Potential trustees are invited to attend trustees' meetings as observers and are given more details of the charities aims and objectives and, if all agree, they are then proposed as new trustees at the subsequent trustees' meeting. This process will allow due consideration of the persons eligibility, personal competence, specialist knowledge and skills.

Induction & Training of trustees

Following appointment, new trustees are introduced to their new role and given copies of the constitution and a guide to the policies and procedures adopted by the charity. A number of publications by the Charity Commission are also provided including the guidance on charities and public benefit. This ensures that new trustees' are aware of their responsibilities under the Charities act. Initially, new trustees work with an existing trustee assisting on particular activities and projects run by the charity.

Risk Management

The trustees have assessed the risks the charity faces and have drawn a risk matrix which identifies the major risks by area of activity, the nature of those risks, the likelihood of the risks happening and the measures taken to manage them. The trustees are satisfied that the systems are in place, or arrangements are in hand, to manage the risks that have been identified.

The structure

Governance guidance and strategic direction is all monitored and provided by the trustee board.

The operational activities are managed by our CEO and board member Osman Gondal who report on activities directly to the board at monthly

trustee meetings.

We have a large volunteer base who are actively involved within the charity. This includes Operational site managers along with a fundraising manager and volunteer manager. Who in turn manage their own volunteer teams. Inductions and training for all volunteers are carried out regularly along with continuous site risk assessments.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

Charitable objects

The prevention or relief of poverty anywhere in the world by providing grants, items and services to individuals in need and/or charities or other organisations working to prevent or relieve poverty.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

InTouch Foundation is a not for profit organisation and is a community based effort to address the plight of homeless men and women on the streets of Yorkshire and at times of need abroad. Our dual purpose is to bring attention to this plight and provide an organisation where volunteers can become directly involved in the preparation and feeding of the less fortunate that exist on the edge of our society.

Volunteers are an important resource for our work. Volunteers are involved in all parts of the organisation. All trustees regularly give their time freely. We encourage the wider community to become actively involved and give their time and to share their skills with others.

The organisation is run by volunteers, this includes the board, CEO, Management team and all volunteers. We only have one paid employee and that is our Van driver who is paid for part time work.

Mobile Kitchen

We have a mobile catering van which is used to distribute hot food to the homeless and people living in poverty. We have three sites in Yorkshire, Bradford, Keighley and Huddersfield with an average meal distribution of 475 hot meals per week. The sites are managed by individual site managers and have their own respective volunteer teams. Currently we are operating on two days and have plans to extend operations to other parts of Yorkshire. Providing meals to individuals from different faiths, races and backgrounds.

Due to Covid 19 Pandemic the sites were closed due to Government restrictions and the safety of all volunteers and service users.

Emergency Food Response

The pandemic had a major impact on the way we operated. We had to close all sites and moved our response to Frozen meal and food pack

distribution throughout the Bradford district.

Community Kitchen

We received funding from to develop a community kitchen and repair and update our mobile kitchen van, these activities were put on hold due to the pandemic and will be resumed when it is safe to do so.

Voucher Scheme

Our voucher scheme for individuals and families living in poverty. This scheme is used as an emergency response to provide food vouchers for people who do not have access to funds and are living in poverty. Referrals are made to InTouch Foundation by partner organisations via a referral scheme. InTouch Foundation will then provide a food voucher sufficient to purchase food for an individual or family for approximately 5-7 days. Therefore meeting our objective of relief of poverty.

Overseas

InTouch Foundation had to put these projects on hold due to the Pandemic and will resume as soon as it is safe to do so.

Period Poverty

InTouch this year also launched its period poverty campaign focussing on School Children that can't afford to pay for Hygiene packs. We are working with numerous agencies to ensure the support is offered throughout the Bradford district

Additional details of objectives and activities (Optional information)

The organisation is managed by volunteers. InTouch Foundation only has one paid employee, the Mobile Kitchen van driver.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

This year we distributed over 20,000 meals and approximately across the projects. The funds to sustain this project have been collected through a range of fundraising events along with regular donations by businesses and individuals.

We have formed short term partnerships with other charities to allow them access to use our van and site and bring along their volunteers to help in the food distribution. The sponsorship has ranged from a one of session to several weeks.

Our volunteer base remains steady with regular as well as ad-hoc volunteers supporting the projects. These volunteers have been involved in operational activities as well as being involved in fundraising activities.

InTouch Foundation this year focussed our overseas work in Pakistan & Ghana. In Pakistan we supported young people with Micro economic projects and, food distribution and marriage support

Section E**Financial review****Brief statement of the charity's policy on reserves**

The trustees have reviewed the reserves of the charity. Our policy is to hold six months' operating costs for the mobile kitchen.

Details of any funds materially in deficit**Further financial review details (Optional information)**



You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F**Other optional information****Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees


Signature(s)		
Full name(s)	OSMAN GOWAD	ZAHID AHMED.
Position (eg Secretary, Chair, etc)	TRUSTEE	TREASURER.
Date	7/8/22	


Intouch Foundation (1158532)
Statement of Financial Activities
for the year ended 31 December 2021

	Notes	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Unrestricted £	2020 Restricted £	2020 Total Funds £
Incoming resources							
Incoming resources from generated funds:	1						
General donations (Site)		9,798	-	9,798	6,565	-	6,565
Overseas - Pakistan		-	570	570	-	-	-
F J Legacy		-	4,320	4,320	-	-	-
Morrisons - Project1		-	-	-	-	21,500	21,500
Morrisons - Project2		-	-	-	-	24,950	24,950
Food Response		-	-	-	10,658	-	10,658
BMDC		-	20,527	20,527	-	-	-
Zakah		-	-	-	-	1,571	1,571
Hygeine		1,602	-	1,602	-	-	-
Total Income resources		11,400	25,417	36,817	17,223	48,021	65,244
Resources expended:							
Operational Costs		10,764	-	10,764	6,075	-	6,075
General donations (site)		127	13,396	13,523	5,302	-	5,302
Hygeine		413	-	413	-	-	-
Overseas - Ghana		-	-	-	-	-	-
Overseas - Pakistan		-	176	176	-	-	-
Overseas Emergency Suppliers		-	-	-	-	-	-
Morrisons - Project2		-	-	-	-	22,264	22,264
Food Response		-	-	-	399	-	399
UK Qurbani		-	-	-	-	-	-
Depreciation (Van & Mini Bus)		-	-	-	-	-	-
Zakah		-	4,487	4,487	-	200	200
Total resources expended		11,305	18,059	29,364	11,776	22,464	34,240
Net movement in funds		95	7,358	7,453	5,447	25,557	31,004
Total funds brought forward	3	11,227	41,641	52,868	5,780	16,084	21,864
Total funds carried forward		11,322	48,999	60,321	11,227	41,641	52,868

Intouch Foundation (1158532)
Balance Sheet as at 31 December 2020

		2021	2020
Fixed assets:			
Tangible asset: Mobile kitchen 2014 (Van)		7,361	7,361
Tangible asset: Mini Bus 2016		5,640	5,640
less depreciation to date (25%)	2	13,001	13,001
		<u>0</u>	<u>0</u>
Current assets:			
Debtors		-	-
Cash at Barclays Bank		60,322	52,869
Total current asset		60,322	52,869
Liabilities:			
Creditors falling due within one year		-	-
Net current assets		60,322	52,869
Net assets		60,322	52,869
The funds of the charity:			
Balance brought forward		52,868	21,864
Current years surplus		7,454	31,004
Total charity funds		60,322	52,868


7/8/22.


7/08/22